



MEMORIAL HALL LIBRARY BOARD OF TRUSTEES MEETING AGENDA AND MINUTES

Meeting Date: Wednesday, January 8, 2014, 4pm

Minutes Approved: February 12, 2014

Location: Admin Conference Room, Memorial Hall Library, 2 N. Main St, Andover

Agenda --Trustees Meeting, January 8, 2014

Minutes - Approve December minutes

Treasurer's Report

- Accept December Treasurer's report

Director's Update

- Systems Librarian position – interviews start Thursday
- Progress on art inventory
- Roof deck planning
- Trustee vacancy
- Level 2 lighting, tables, chairs
- Stefani Traina appointed
- Town issues
 - Mary Lyman not running again
 - Chris Cronin appointed Director of Municipal Services
 - Budget meetings in the library on Saturdays

Assistant Director's Report

- Indoor plants

Old Business

- Unwinding Memorial Hall Library Foundation

New Business

- Lincoln portrait – meeting with NEDCC

Adjournment

Next meeting(s):

February 12, 2014

March 12, 2014

April 9, 2014

May meeting/Trustees Tea – TBD



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Minutes - Trustees Meeting, January 8, 2014

Date: Wednesday, January 8, 2014
Present: Karen Herman, Tony Straceski, Larry Lamagna, Mark Yanowitz, John Hess, Carolyn Fantini, Beth Mazin, Susan Katzenstein.
Minutes: **The Minutes of the December meeting were approved.**
Treasurer Report: **The Treasurer's Report as of December 31, 2013 was approved.**

Director's Update

- Systems Librarian Position
Beth is in the process of interviewing 3 librarians for the full-time Systems Librarian position. The candidates are all "systems librarians" at their present libraries so they are well qualified. The selected candidate should be at their new job in 2—4 weeks.
- Art Inventory
Vicki is making progress on the art inventory project. She will keep the Board updated.
- Roof Deck Planning
Beth informed the Board that she met with Ihor Raniuk (Town—Project Manager) and Brett Thibault (architect) regarding the proposed roof deck. A feasibility study was done by the architect. Both professionals will meet with the Board at the March meeting to discuss layout and materials. Beth will handle the functional details. Mark suggested that the Trustees should brainstorm "uses" that would be optimal for the full enjoyment of the new project.
- Trustee Vacancy
We hope to have a new Trustee by the next meeting.
- Level 2
Beth received many compliments about the new lighting, tables and chairs on level 2.
- New Appointment
Stefani Traina was appointed as the full-time Community Services Librarian.
- Town Issues
Mary Lyman is not running for Selectman.
Chris Cronin appointed Director of Municipal Services.
Town budget meetings will take place in the Library on Saturdays.

Assistant Director

- Indoor Plants



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The Board agreed to remove the current plants (only 8 of them, most in poor condition) and not replace them at this time.

Old Business

- Memorial Hall Library Foundation

Karen explained that the hired attorney is reviewing the final forms for submission to the IRS and if all is in order the distribution from the Foundation, minus the fee owed to the attorney, will be transferred to the account of the MHL Trustees. A gift certificate will be sent to the CPA who, on a pro-bono basis, advised on this matter.

New Business

- Lincoln Portrait

Beth and Karen will be meeting with the representative from NEDCC who will make recommendations about the Lincoln portrait. They will discuss their findings at the next meeting.

- Donation

Digital Credit Union donated \$2000 because of the Library's work on childhood literacy. Beth will use it for items and activities in the Children's Room.

Adjournment at 5:37 pm.

The next meeting will be Wednesday, February 12, 2014 at 4pm.

Respectfully submitted,
Carolyn Fantini, Secretary